



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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May 31, 2017

**TO:** Agency Directors

**FROM:** David Schumacher  
Director

**SUBJECT: OPERATING AND CAPITAL ALLOTMENT INSTRUCTIONS FOR  
2017-19 BIENNIUM**

The Governor will take action on the omnibus operating and capital budgets following passage by the Legislature. In order to comply with the Office of Financial Management's statutory responsibility in RCW 43.88.110 (2), we have posted the 2017-19 allotment instructions at <http://www.ofm.wa.gov/budget/instructions/allotment.asp>.

Please note that these instructions are subject to change relative to actions taken by the Legislature and Governor on the appropriation bills.

The allotment instructions outline agency requirements for preparing and submitting:

- Initial allotments – operating and capital
- Allotment amendments – operating and capital
- Major capital project and other capital allotment requirements
- Special allocation information.

Initial allotments for the 2017-19 biennium are due to the Office of Financial Management (OFM) on **August 4**, **August 7**, or **August 11** (see Appendix A of the instructions). Agencies are required by law to submit allotments to OFM no later than 45 days after the beginning of the fiscal period ([RCW 43.88.110 \(3\)](#)). Expenditure Authority (EA) schedules for the operating, transportation, and capital budgets will be available through the [Enterprise Reporting System](#) soon after the Governor takes action on the bills.

If you have questions, please contact your assigned [OFM budget analyst](#).

cc: Agency Budget Officers